



THE CITY OF REDMOND

Tenant Improvement Submittal Requirements

An intake appointment is required for all large Tenant Improvement Building Permit Applications. Depending upon the extent and nature of your project, some of the information outlined in this submittal requirements document may not be required. Permit Center staff will be happy to help you determine what is needed for your specific project. Just visit our Permit Center between 9:00 a.m. and 5:00 p.m. daily or call the Permit Center at 425-556-2473. You can also e-mail us at plansexaminer@redmond.gov.

A. FEES DUE AT TIME OF PERMIT APPLICATION

The following non-refundable fees will be collected at the time of application for all tenant improvement projects. Please refer to the sheet, Commercial/Multi-Family Building Permit Fees for additional information.

1. Building Plan Check Fee
2. Energy Code Plan Check Fee
3. Fire Department Plan Check Fee
4. 3% Technology Surcharge Based on Total Permit Cost

B. CODES

The City of Redmond currently enforces the following:

National Codes

1. 2003 International Building Code (IBC)
2. 2003 International Residential Code (IRC)
3. 2003 International Mechanical Code (IMC)
4. 2003 International Fuel Gas Code (IFGC)
5. 2003 International Fire Code (IFC)
6. 2003 Uniform Plumbing Code (UPC)
7. 2003 International Property Maintenance Code (IPMC)
8. 2002 National Electric Code (NEC)
9. 1998 Accessible & Usable Buildings & Facilities (ICC/ANSI A117.1)

Washington State Amendments

1. WAC 51-50 Washington State Building Code (IBC)
2. WAC 51-51 Washington State Building Code (IRC)
3. WAC 51-52 Washington State Mechanical Code (IMC)
4. WAC 51-54 Washington State Fire Code (IFC)
5. WAC 51-56 & 51-57 Washington State Plumbing Code & Standards (UPC)
6. WAC 51-11 Washington State Energy Code (WSEC)
7. WAC 51-13 Washington State Ventilation and Indoor Air Quality Code (WAVIAQ)
8. WAC 296-46B Electrical Safety Standards, Administration, and Installation

Redmond Local Amendments and Regulations

1. Redmond Municipal Code Title 15 Buildings and Construction
 - Chapter 15.06 - Fire Code
 - Chapter 15.08 - Building Code
 - Chapter 15.10 - Property Maintenance Code
 - Chapter 15.12 - Electrical Code
 - Chapter 15.14 - Mechanical Code
 - Chapter 15.16 - Plumbing Code
 - Chapter 15.18 - Energy Code
 - Chapter 15.20 - Ventilation and Indoor Air Quality Code
2. Redmond Community Development Guide
3. Redmond Fire Department Standards

C. CITY OF REDMOND DESIGN REQUIREMENTS

Design Wind Speed: 85 mph (IBC Figure 1609)
Ground Snow Load: 15 psf (IBC Figure 1608.2)
Rain on Snow Surcharge: 5 psf added to flat roofs if slope is $<1/2^\circ$ (IBC 1608.3.4 & ASCE 7-02 Sec.7-10)
Seismic Zone: This is site specific for buildings designed under the IBC (IBC 1615 & 1616)
Rainfall: 2 inches/hour for roof drainage design
Frost Line Depth: 12 inches
Soil Baring Capacity: 1,500 psf unless a Geo-Technical report is provided (IBC Table 1804.2)

D. PLANS AND DRAWINGS

Submit two (2) complete sets of drawings and plans. Drawings and plans must be submitted on minimum 18"x24", or maximum 30"x42" paper. All sheets are to be the same size and sequentially labeled. Plans are required to be clearly legible, with scaled dimensions, in indelible ink, blue line, or other professional media. Plans will not be accepted that are marked preliminary or not for construction, that have red lines, cut and paste details or those that have been altered after the design professional has signed the plans.

Please Note: A separate submittal of plans is required for each building or structure.

DETAILED SUBMITTAL REQUIREMENTS

Mark each box to designate that the information has been provided.
Please submit this checklist as part of your submittal documents.

A. ☐ SITE PLAN – REQUIRED WITH ALL SUBMITTALS

(May be included as part of the Architectural Drawing Cover Sheet)

1. Drawing shall be prepared at a scale not to exceed 1"=20 feet.
2. Show building outline and all exterior improvements.
3. Provide property legal description and show property lines.
4. Provide dimensions from the property lines to a minimum of two building corners (or two identifiable locations for irregular plan shapes).
5. Show building set backs, easements and street access locations.
6. Indicate north direction.
7. Indicate finish floor elevation for the first level.
8. Provide a topographical map of the existing grades and the proposed finished grades with maximum five feet elevation contour lines.
9. Show the location of all existing underground utilities, including water, sewer, gas and electrical.
10. Flood hazard areas, Floodways, and design flood elevations as applicable.

B. ☐ ARCHITECTURAL DRAWINGS

1. ☐ Cover Sheet

a) Building Information

- 1) Specify model code information.
- 2) Construction type.
- 3) Number of stories and total height in feet.
- 4) Building square footage (per floor and total).
- 5) IBC Occupancy Type (show all types by floor and total).
- 6) Mixed-use ratio (if applicable).
- 7) Occupant load calculation (show by occupancy type and total).
- 8) List work to be performed under this permit.

b) Design Team Information

- 1) Design Professional in Responsible Charge
- 2) Architect(s)
- 3) Structural Engineer(s) (if applicable)
- 4) Owner
- 5) Developer
- 6) Any Other Design Team Members

2. ☐ Floor Plan

- a) Plan view 1/8-inch minimum scale - Details a minimum of 1/4-inch scale.
- b) Plans must show the entire tenant space.
- c) Specify the use of each room/area.
- d) Provide an occupant load calculation on the floor plan.(on every floor,in all rooms and spaces)
- e) Show common path of travel and travel distance
- f) Show **ALL** exits on the plans; include new, existing or eliminated.
- g) Show all Barrier-Free information on the drawings
- h) Show the location of all permanent rooms, walls and shafts.
- i) Note the uses in the adjacent tenant spaces, if applicable.
- j) Provide a door and door hardware schedule.
- k) Show the location of all new walls, doors, windows, etc.
- l) Provide details and assembly numbers for any fire resistive assemblies.
- m) Indicate on the plans all rated walls, doors, windows and penetrations.
- n) Provide a legend that distinguishes existing walls, walls to be removed and new walls.

3. ☐ Reflected Ceiling Plan

- a) Plan view 1/8-inch minimum scale - Details a minimum of 1/4-inch scale.
- b) Provide ceiling construction details.
- c) Provide suspended ceiling details complying with IBC 803.9.1.1, if applicable. Show seismic bracing details.
- d) Show the location of all emergency lighting and exit signage.
- e) Detail the seismic bracing of the fixtures.
- f) Include a lighting fixture schedule.

4. ☐ Framing Plan

- a) Specify the size, spacing, span and wood species or metal gauge for all stud walls.
- b) Indicate all wall, beam and floor connections.
- c) Detail the seismic bracing for all walls.
- d) Include a stair section showing rise, run, landings, headroom, handrail and guardrail dimensions, if applicable.

5. ☐ **Storage Racks** (if applicable)

- a) Structural calculations are required for seismic bracing of storage racks eight feet or greater in height.
- b) Under eight feet, show a positive connection to floor or walls.

NOTE: High pile storage shall meet the requirements of current International Building and Fire Codes.

C. ☐ **SPECIAL INSPECTION**

1. Where special inspection is required by IBC 1704, the registered design professional in responsible charge shall prepare a special inspection program that will be submitted to the City of Redmond and approved prior to issuance of the building permit to comply with IBC 106.1. A copy of the **Special Inspection Requirement** form must be submitted.

D. ☐ **WASHINGTON STATE ENERGY CODE**

1. Two (2) completed 2003 Washington State Non-Residential Energy Code **Envelope Summary** forms.

E. ☐ **OCCUPANT'S STATEMENT OF INTENDED USE**

1. The **Occupant's Statement of Intended Use** form shall be completely filled out and may require the submittal of a Hazardous Materials Inventory Statement (HMIS). Contact the Redmond Fire Prevention Bureau for additional information.

The Building Permit does not include any mechanical, electrical, plumbing, or fire sprinkler/alarm work. **These permits are issued separately.** Mechanical, electrical, plumbing, or fire sprinkler/alarm permits require a separate permit application and may also require a separate plan review.

Please note that any tenant improvement work in a space that involves food handling or preparation requires King County Health Department approval **before the permit can be issued.** You must provide the Permit Center a copy of the approval letter or the approved plans. Contact the King County Health Department at 206-296-9741 with any questions or for more information.

An intake appointment is required for all large Tenant Improvement Building Permit Applications. To determine if your project requires an intake appointment, to schedule an appointment or to ensure that you have the most current information, please contact the City of Redmond Permit Center at 425-556-2473 or by e-mail to permittech@redmond.gov.

Visit our website at <http://www.redmond.gov/insidecityhall/planning/planning.asp>.

Applications delivered by courier or mail will not be accepted.

Incomplete applications will not be accepted.

I acknowledge that all items designated as submittal requirements must accompany my Building Permit Application to be considered a complete submittal.

Signature: _____
(Owner/Owner's Representative)

Date: _____

Company: _____

Phone #: _____